

U3A MAC USERS GROUP

Introduction to your Macintosh Computer

TIME MACHINE

Time Machine is the built-in backup that works with your Mac and an external drive (sold separately) or Time Capsule. Connect the drive, tell Time Machine to use it, and relax. Time Machine automatically backs up your entire Mac, including system files, applications, accounts, preferences, email messages, music, photos, movies, and documents. But what makes Time Machine different from other backup applications is that it not only keeps a spare copy of every file, it remembers how your system looked on any given day—so you can revisit your Mac as it appeared in the past. Time Machine keeps hourly backups for the past 24 hours, daily backups for the past month, and weekly backups until your backup drive is full.

For full instructions on setting up and using Time Machine visit:

<http://support.apple.com/kb/HT1427>



MAC DASHBOARD



Not everything you do on your Mac requires a heavy-duty application. For those smaller tasks, Mac OS X features Dashboard. Dashboard provides access to several fun and functional, mini applications called widgets.

Dashboard includes widgets for some of your Mac applications, such as Address Book and iCal, which allow you to access your contacts and view your iCal events, respectively, without having to switch over to the full application. You can add more widgets to Dashboard and even create your own widgets.

For full instructions on using your Dashboard visit:

<http://support.apple.com/kb/HT2492>

LAUNCHPAD

One of the most flashy and iOS-inspired features in Mac OS X Lion is Launchpad, Apple's new app launcher. Launchpad is a new way to view a grid of apps you own on your Mac, much like how an iPad's home screen looks. It's a good way to organize your apps so you'll never have to dig through the Applications folder again. And when you buy an app from the Mac App Store, it pops right into Launchpad.



MISSION CONTROL

In OS X Lion, Mission Control brings together full-screen apps, Dashboard, Exposé, and Desktops in one new feature that gives you an overview of everything on your system. With a three finger swipe up on the trackpad, your desktop zooms out to Mission Control.

For full instructions on using your MISSION CONTROL visit:

<http://support.apple.com/kb/HT4689>



DOCK

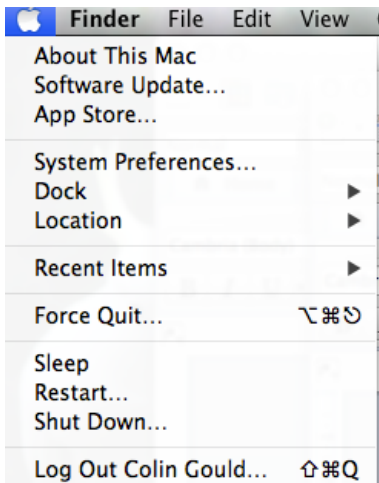
The Dock is the bar of icons that sits at the bottom or side of your screen. It provides easy access to some of the applications on your Mac (such as [Mail](#), [Safari](#), [Address Book](#), and [QuickTime Player](#)), displays which applications are currently running, and holds windows in their minimized state. It's also the place to find the Trash (its icon looks like a waste basket). For your convenience, you can add your own applications, files, and folders to the Dock too.

More information: <http://support.apple.com/kb/HT2474>



MENU BAR TOOLS

2. MENU BAR TOOLS



The Apple icon

What's under it?

About this Mac – info about your Mac and what's on it including Serial Number (click on the *Version 10.7.5 or ???*)

Links to Internet for

- Software Updates
- Links to App Store

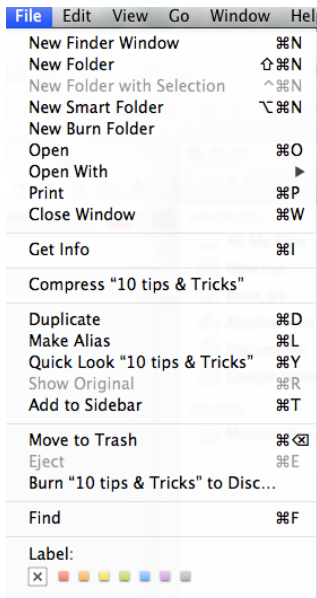
Links to

- System Preferences
- Dock preferences
- Location – for more than one network (eg home and work)



1. FINDER

- Open Preferences and see what you can alter – check that your Hard Disks, External Disks and CDs, DVDs and iPods are clicked so they show on the desktop



2. FILE

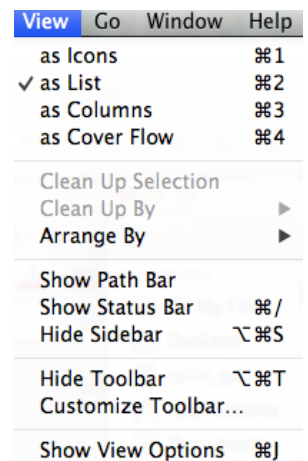
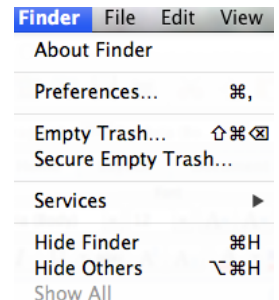
- Create folders, open items, duplicate, make aliases move items to the trash – try them all.

3. EDIT

- Cut, Copy, Paste etc commands here

4. VIEW

- Customise how items appear – eg as a list, icons, columns and arrange them, sort them etc
- *Have a look at Customise Toolbar* – open a Folder and add Icons to its Toolbar (each Folder will then have those Tools on its toolbar) To Remove simply drag it off.



5. GO

- A quick shortcut to places on your computer (eg Applications, Home, Documents etc)

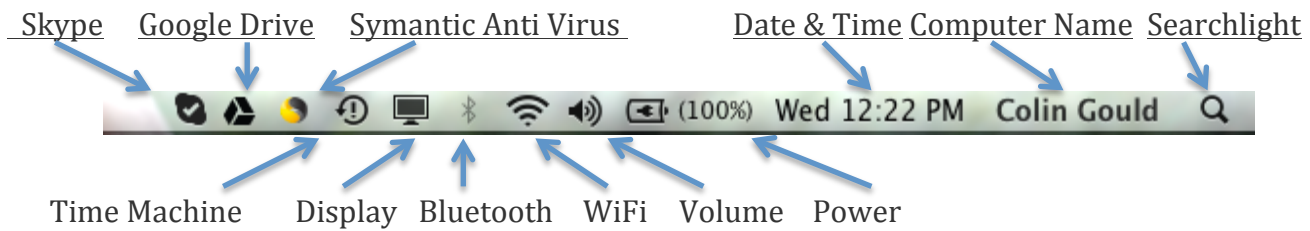
6. WINDOW

- A few commands which work with any open windows (ie Folders Applications)

7. HELP

- Opens the built-in **Search** to locate items in your computer

THE “OTHER” ICONS ON THE MENU TOOLBAR



Time Machine – see above page

Display – to show the display alternatives here open System Preferences, Displays and tick the box *Show Display in Menu Bar*

Bluetooth – see below

WiFi – this shows which wireless networks are available and how strong the signal is

Volume – increase or decrease the volume here

Power – shows whether on Battery or Power Adaptor and how charged the battery is

Date & Time – set them here

Searchlight – similar to the Search but displays all items which match the search

Note: The Menu Bar will be different for different applications. These notes refer to the Menu Bar when **Finder** is displayed

BLUETOOTH

is the name given to the wireless technology that allows data to be exchanged over short distances – examples: cordless mouse/keyboard/printer, hands-free mobile phone, sending files/photos from one device to another (iphone to computer or computer to computer)



To use Bluetooth you must have it turned **ON** and **Discoverable** (for others to see it).

Unless you wish to use Bluetooth it is advisable to have it turned OFF and have

Discoverable OFF especially when in public places. This prevents anyone from having a “wander” through your computer.

You can always turn it on when you wish to use it.

For more information visit:

<http://www.apple.com/support/bluetooth/>

BLUETOOTH LINGO

Since many terms related to Bluetooth surveillance use some variation of the Bluetooth brand name, it helps to get a few sorted out.

Bluejacking, a prank that involves sending fellow Bluetooth users unsolicited text messages, doesn't actually have anything to do with hijacking, even though the name implies it. The term is simply a hybrid of Bluetooth and "ajack," the username of the Malaysian IT who discovered the glitch and spread the news over the Internet.

Bluejacking, although potentially irritating to users who don't want any part of the joke, won't harm or steal anyone's information. Bluesnarfing, on the other hand, happens when an attacker reads, changes or copies information from a person's phone, such as a phone book, address book or calendar. More serious infringements of bluesnarfing include taking over someone's phone and using it to make phone calls, send text messages or surf the Web.

Customize Your Mac with a Screen Saver and Desktop Image

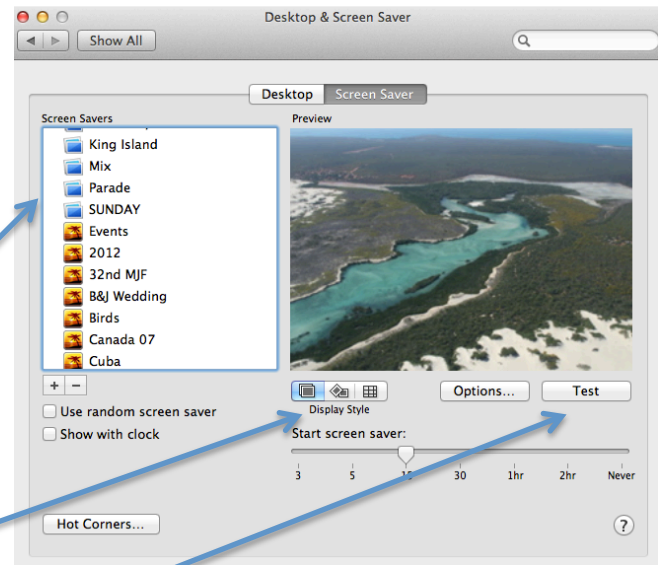
SCREENSAVERS

Screen savers offer a great way to customize — and enjoy — your Mac. You have a variety of screen savers to choose from:

1. Choose System Preferences from the Apple menu.
2. Click Desktop & Screen Saver; then click the Screen Saver tab.

The column on the left lists the possibilities. You can also tell Mac OS X to generate a screen saver automatically based on the album art in your iTunes library or the photos in your iPhoto or Aperture photo libraries. You can create a Folder in iPhoto to hold the pictures you want as a screensaver.

Simply click any of the available options to choose a screen saver. Try the different *Display Styles*



You can try it by clicking Test below the Preview screen.

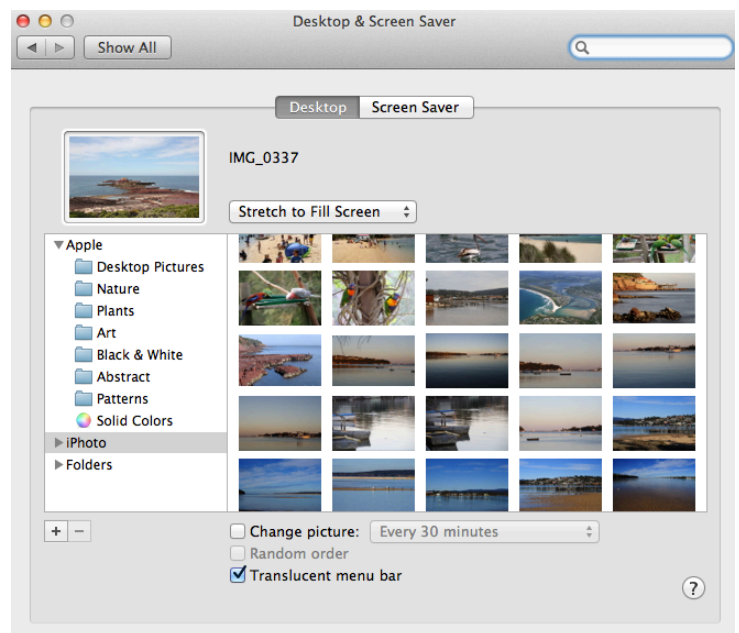
DESKTOP IMAGE

Your desktop picture is the most high-profile item on your computer. So why not showcase your individuality by changing the default desktop settings? Your Mac comes equipped with more than the default picture; in fact, Apple preinstalls many images to choose from. To change your desktop picture:

1. From the **Apple** menu, choose **System Preferences** to open the System Preferences window.
2. Click the **Desktop & Screen Saver** button.
3. Click the **Desktop** tab; the left pane lists the different folders from which you can choose an image. The right pane displays thumbnails, small images, of the images in the selected folder.
4. You can select from the pictures preinstalled by Apple or from any of your photos in iPhoto or in a folder on your computer

For more detailed information:

<http://support.apple.com/kb/ht2478>



SYSTEM PREFERENCES

System Preferences controls system-wide settings ("global" settings), and is available from the **Apple** (🍏) menu at the upper-left corner of the screen. System Preferences lets you to adjust things like your screen resolution, keyboard control, mouse control, sound, printer settings, sharing settings, accounts, and more.

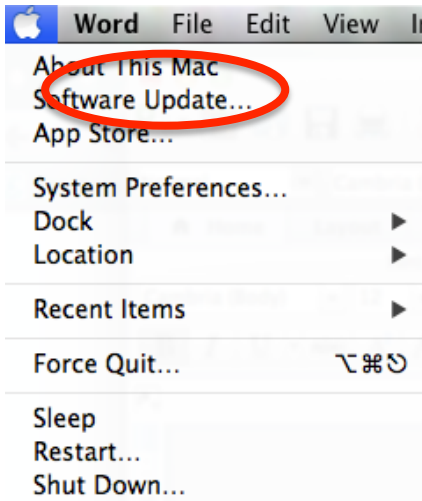
Some of the controls you can change are:

- Customize your mouse and trackpad
- Change your sounds
- Change your Mac's sleep settings
- Change the appearance of your Mac
- Change your OS X language

Visit this site for more details: <http://support.apple.com/kb/HT2490>



SOFTWARE UPDATES

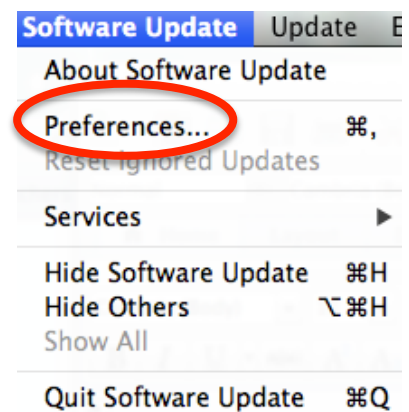


The Software Update link is found under the Apple icon in the top left hand corner of your screen.

When you click it the Update will immediately begin a search of your computer and any updates that are available.

Under the *Software Update* Link in the Menu Bar (when Software Update is open) click on Preferences - here you can set it to automatically check for update weekly (or whenever)

When it finds new software to update you can view Details to see what it is before accepting it.



It is recommended that you do this regularly – otherwise you may find you have many hundreds of mbs (and many minutes) to download. Mac constantly provides updates as applications are improved or security “holes” are discovered.

Also check updates for your browser and other applications like Word. Generally software companies will notify you of updates when they are available. If unsure of any updates (ie possible virus) check with the software company – go to their website and see if they are talking of an update - if they are (and often you can download it from there) then its OK.